

REPORT IDENTIFICATION

Report Title: **Wage Type/Basic Pay Audit Report**

Menu Path: **State of Louisiana Reporting >> Personnel Management**

Transaction Code: **ZP207**

REPORT SELECTION CRITERIA AND OUTPUT

Date Parameter:

Date Range

Selection Criteria:

Company Code	Reason for Change (Pay Reason)
Personnel Area	Pay Scale Type
Employee Group	Pay Scale Group
Employee Subgroup	Pay Scale Level
Personnel Subarea	Wage Type
Personnel Number	Employment Status

Report Options (choose one):

Effective Date
Change Date

Org Structure

Report Output:

Personnel Area	Start Date
Organizational Unit Text	Wage Type
Personnel Number	Wage Type Text
Last Name	Amount
First Name	Previous Begin Date
Text on Reason for Change	Previous Wage Type Text
Pay Scale Reason Text	Previous Amount
Pay Scale Type	Salary Change %
Pay Scale Group	

Hidden Fields:

Previous Wage Type	Job Key	PS/Pay Grade Type
Company Code	Object Name	Pay Level
Employee Group	Position	Pay Scale Group
Employee Subgroup	Changed On	Wage Type 2 thru 20
Personnel Subarea Text	Action Type Text	Wage Type Text 2 thru 20
End Date	Action Type	Amount 2 thru 20
Previous End Date	Action Effective Date	Previous Wage Type 2 thru 20
Work Parish Text	CPG Indicator	Previous WT Text 2 thru 20
Contract Type Text	SER Indicator	Previous Amount 2 thru 20

REPORT UTILIZATION

Primary Use:

This report will provide the user with wage type and basic pay audit information relative to selected employees. The generous number of selection fields for report output affords the user various combinations of information for review and analysis.

Other Uses:

Agencies may have additional utilization requirements for this report. The agencies, therefore, may run this report and set up their own variants to suit agency-specific needs.

SELECTION CRITERIA HINTS

Selection of **Action**, Action Reason, and Salary Change % with Previous Pay Scale Group can give an “at-a-glance” overview of whether or not the percent increase is within Civil Service guidelines, policy, and procedure.

Contract Type display, in conjunction with **Action**, Action Reason, Salary Change %, and Previous Pay Scale Group will also give the user an indication if the employee was in a contract eligible for the specific action displayed. For example, organizational assignments with a promotion selected as the action reason should reflect only permanent employees in the contract type field.

In Further Selection Output, the “Change Date” can give the user an indication if actions have been processed timely or **not**, thus resulting in unnecessary and repeated retrocalculation processes, which will ultimately impact benefits, insurance premium amounts and possibly coverage, taxes, etc.

Wage Type in the report output data enables the user to discern if base salary is in accordance with what is documented. **For example**, Regular Pay Salary should reflect a bi-weekly amount of money vs. Regular Pay-Hourly should display an hourly amount in the designated field. Discrepancies warrant immediate attention and correction to employee record so as **not** to cause negative impact on employee pay, benefits, insurance, etc.

The utilization of the **Career Progression Group (CPG)** Indicator field could be beneficial in justifying multiple organizational assignment actions with Position Characteristic Change reasons in a specified date parameter period.

The user can generate this report to validate if the Organizational Management maintenance has been performed on a position when the **CPG** Indicator is selected along with the **Action**, Action Reason, Previous Pay Scale Group, and Pay Scale Group. In this instance, if the record reflects the same GS level and **CPG** Indicator is “Yes”, the employee record may need updating to reflect correct information on IT-0000- **Actions**, IT-0001- **Organizational Assignment**, and quite possibly IT-0007- **Create Planned Working Time** and IT-0008- **Basic Pay**.

Various combinations of Further Selection Output Fields afford the user an endless variety of data combination report output data for review. Because of the large number of optional fields available to the user for inclusion in the report data output, a number of comparative studies can be generated from this one report by any number of end users who can customize it, incorporating

their own combination preferences by way of creating display variants. This allows all users to generate and analyze any number of Basic Pay information fields that are agency specific to their own needs.

User also has the option of selecting the Organizational Unit(s) for which desired report data output is generated. This allows a more refined system-search of the information that is desired on report output.

NOTES AND TERMINOLOGY

This section contains helpful information including processing notes, critical definitions, and additional references to other reports and system tools.

Notes: The Further Selection Output Fields in combination with the Standard Report Output fields offers the user endless data analysis opportunities. Report manipulation affords the user the ease of analyzing the same report output data in various ways without having to re-generate the report each time a different field or fields needs to be compared to others.

The program pulls all employees in the Personnel Area for the dates requested within the date parameters. The **Basic Pay** infotype (0008) is then read to determine if there is data that should be within the report output by looking at the effective date or the change date, depending upon the user's request. If an employee is active during the period, but is withdrawn on the last date within the range requested, the employee is considered withdrawn and will not be pulled in as an active employee, even though he may have had an IT 0008 update while he was active. To have a withdrawn employee appear in the output, change the selection criteria for Employment Status to BLANK.

Basic Pay infotype (0008) column information is pulled directly from the infotype active for the date(s) requested within the date parameter and for the previous IT 0008. Information for the other transaction/infotype columns is obtained from the beginning date of IT 0008 (i.e., today is requested for all IT 0008's that have an effective date of today - then the corresponding information should be today's information; if a range of 03/01/03- 03/31/03 is requested for all IT 0008 records changed in that time period - then the corresponding information is whatever was active on the beginning date of that IT 0008).

Action Reason Type, Action Reason and Action Effective Date will **ONLY** be displayed if the effective dates of the action are the same as the **Basic Pay** infotype (0008) dates that are being read by the program.

Additional information for Transferred Employees and Rehired EE's who did **not** previously work for your agency:

- For Transfer **Actions**, the first action listed in the overview is the one that is read by the program (whether it is for the losing or gaining agency).
- Employees will **not** have the **Organizational Assignment** infotype (0001) data in the output that belongs to the other agency.

Planned Compensation information is pulled from the position. If **no** planned

compensation record is found on the position, then the information will be pulled from the job planned compensation. The program reads the EE's position from **Organizational Assignment** infotype (0001) and then looks for the end date of that record to determine which planned compensation record to read from the position or job.

Definitions:

References: User may wish to refer to [ZP13 - Action Reason/Pay Reason](#) which could aid the user in justifying salaries above the minimum on a Hire **Action** when SER's are indicated as compared to the display of PS Group Min amount report output data.

This report is referenced in the ISIS HR training course: **Employee Administration – ISIS HR Paid**

For standard reporting information within ISIS HR, refer to the [ISIS HR Reports Manual](#).